

Integration Bingo Fields:

Integrate into Use by Legal Aid Staff:

All Executive Directors (LSC and IOLTA) know the URL of the statewide website

Statewide website is set as the homepage on all office computers

Website information/training is included as part of New Staff orientation

Regular review of online referral information

Website content updates included in staff newsletter and other regular staff communications

Online Calendar used to schedule internal meetings

All staff attorneys are members of the advocate site

Receptionists refer people to the website for information

Integrate into Your Hotline/Intake System:

Hotline/Intake Staff refer clients to the website for more information

Hotline/Intake staff uses the website to locate referral organizations

Hotline/Intake staff use website substantive information to assist callers

Hotline/Intake staff participate in content development for the website

Website contains information on how to call the hotline

Hotline/Intake staff includes website flyer in all client legal information mailings

Website information is on hold or after hours recording

Posting hotline scripts on the advocate site

Use advocate site tools to assist hotline staff with intercommunication

Integrate into Pro Se Programs:

Pro se clinics include training on the website and how to use the resources

Pro se clinics use the website during the clinic

Site includes pro se clinic information – location, times and how to prepare for the clinic

Client site plans to have Hot Doc forms

Provide information/Conduct training to court clerk staff

Provided information and training for court-based pro se staff

Website tied into EIC promotional efforts

Self-help work station(s) available in program(s) waiting room

Integrate into Client Representation:

Advocate site contains Hot Docs or other document assembly forms

Advocate site includes an attorney directory

Advocate site serves as an online brief and/or pleadings bank

Staff attorneys use list-servs to discuss client representation (assumes list-serv is tied to website)

Clients are informed of the website in order to prepare for meeting with an attorney

Client site contains an eligibility form that can be submitted online

Integrate into Pro Bono Programs:

Website has a pro bono attorney sign-up form

Website contains information on how to become a pro bono attorney

Website lists available pro bono cases

Use website member database to place pro bono cases

List CLE trainings and registration information

Largest pro bono program in state uses site to post information for their volunteers

State bar association links to site as part of their pro bono efforts

Pro bono programs refer volunteer attorneys to the site for training materials and litigation support